



By-Laws

INTER-CLUB
COUNCIL

Inter-Club Council
El Camino College

El Camino College

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The by-laws of the Inter-Club Council are ratified by the ICC General and organized into the following sections:

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The by-laws of the Inter-Club Council outline the internal policies and procedures for the organization and its members. The ICC Constitution requires ICC and its members to follow all by-laws ratified by ICC General. ICC by-laws must not conflict with any article, section, or clause of the ICC or ASO Constitutions to be enforceable.

Some sections may lack by-laws as no additional policies have needed to be outlined within their scope.

These by-laws were last modified **April 25th, 2024**, by the ICC General.

The by-laws of the Inter-Club Council of El Camino College follow:

BY-LAWS 001-099 ARTICLE I – NAME, MEMBERSHIP, AND COMPOSITION

001 – MEMBER CODE OF CONDUCT

Section 1 – Definitions

- A. Official Meetings shall be defined as any meeting held by the ICC for the purpose of conducting business, such as General Meetings, Cabinet Meetings, and Committee Meetings
- B. Campus Events shall be defined as any event taking place with the purpose of officially serving campus clubs, which includes but is not limited to ICC Sanctioned Events.
- C. External Events shall be defined as any event taking place with the purpose of officially representing the Inter-Club Council outside the campus level, which includes but is not limited to conferences.
- D. Inter-Club Council Members shall be defined as anyone holding a position within ICC, comprising Executive Cabinet Members, including Directors and Commissioners.

- E. El Camino College Students (ECC Students) shall be defined as any individual currently enrolled as a part-time or full-time student at El Camino College.
- F. Campus Clubs shall be defined as any ICC recognized Club that fulfills set requirements to be deemed active for the current academic semester.
- G. External parties shall be defined as any individual, institution or entity that does not fit the aforementioned definitions and include but are not limited to the public, companies, or public/private agencies.
- H. Conflict of Interest for the purpose of voting shall be defined as involvement of a members direct or extended family, involvement in a relevant campus club, or any other situation in which the individual has a vested interest in the matter at hand, therefore rendering them unable to vote in a neutral manner.

Section 2 – Definition, Enforcement, & Authority Title

- A. The Official ICC Code of Conduct is composed of all subsections of Section 2 of this bylaw. These sections shall be enforced by the ICC Director of Human Resources. The succeeding sections shall not be violated by any ICC Member and shall be held up by all ICC Members.
 - 1. By joining and participating in ICC, ICC Members agree to abide by these sections.
- B. Violation of the ICC Code of Conduct shall be grounds for disciplinary action in accordance with the ICC Bylaws.

Subsection 2.1. Official Meeting Etiquette

- A. All ICC members must follow Robert's Rules of Order or the stated parliamentary procedure of the given meeting, as well as the flow of debate set by the meeting's chair to the best of their respective ability.
- B. No direct comments towards other members shall be allowed during debate; all comments must be directed towards the meeting's chair.
- C. If two or more ICC members disagree during debate, they must all respect each other's dissenting opinions.
- D. All ICC members must be respectful of the time allocated for discussion, and the time allotted to them for comment.
- E. All ICC members must show courtesy to external parties present during all meetings by attentively listening and keeping the meeting's quorum.
- F. All ICC members shall appropriately utilize the meeting's established voting procedure which includes:
 - 1. Avoiding the abuse of abstention during General, Cabinet, and Committee votes; unless an ICC Member:
 - i. Has a conflict of interest as defined in Section 1(H) with the voting item under consideration.
 - ii. Has not been present for a considerable portion of the time allocated to debate the agenda item.

Subsection 2.2. Dress Code

- A. ICC Members shall wear appropriate attire to all official meetings, in addition to any other events the member may be attending in an official capacity.
 - 1. Appropriate Attire shall be defined as clothing that is reasonable and respectful for a given scenario where an ICC member is serving in an official capacity and in an event where ICC Attire is not required.
- B. ICC Members shall dress in accordance with guidelines set by external event organizers when attending such in an official capacity.

Subsection 2.3. Language

- A. ICC Members shall use respectful language, lacking profanity; they must communicate effectively when talking to other ICC Members, ECC Faculty, Administrators, and the Board of Trustees.
- B. ICC Members shall be respectful when communicating with their respective constituents and/or the general ECC student body.
- C. ICC Members are expected to avoid the use of language promoting, condoning, or consisting of slander of fellow members, campus clubs, ECC students, and any other individual.

Subsection 2.4. Behavior

- A. All ICC Members are expected to follow lawful behavior at all time and place; they must maintain lawful conduct when officially representing the student body both on campus grounds and in external activities and/or interactions.

1. Lawful conduct shall be defined as behavior in compliance with El Camino Administrative Procedure 5500 of the Standards of Student Conduct, local ordinances, state laws and federal statutes.
- B. All ICC Members are expected to respect all property at spaces they gather in, whether collectively or individually, on campus or external to it; respecting property and spaces includes but is not limited to:
 1. Assuring cleanliness during and after use of the given space.
 2. Respecting other individual's or entity's property.
 3. Following all additional rules established to the use of the space.

Subsection 2.5. Ethics

- A. All ICC Members are expected to follow the standards set in this bylaw in their respective duties as ICC Members, which includes but is not limited to:
 1. Being honest.
 2. Being fair and equitable.
 3. Being truthful and maintaining integrity.
- B. All ICC Members are expected to avoid unethical conduct that includes but is not limited to:
 1. Abuse of powers or privileges given.
 2. Breach of confidentiality concerning official organizational business.
- C. All ICC Members are expected to avoid any conflict of interest in their duties as student leaders, which include but are not limited to:
 1. Conflict of Interest shall be defined as position(s)/obligation(s) that interfere with the impartial judgement of an ICC Member's duties.
 2. Being mindful and transparent of any financial and/or personal ties to external parties while being a student leader, especially at the time of voting or discussing a voting item

BY-LAWS 100-199

ARTICLE II – ICC GENERAL MEETING

100 – CONSENT CALENDAR

Section 1 – Purpose

- A. The purpose of an ICC Consent Calendar shall be to make General meetings more concise and efficient with the rapid adoption of items, which should not need to be discussed.

Section 2 – Definitions

- A. A Consent Calendar shall be understood as a General Agenda Item, immediately following the closure of Public Comment, comprised of multiple items, which upon the unanimous consent of General shall all pass en masse. There shall be no discussion time allotted to the adoption of the Consent Calendar.

Section 3 – Contents

- A. The Consent Calendar shall include, but is not limited to, the following:
 1. Approval of the Minutes.
 2. Approval of the Agenda.
 3. All ICC finance items less than or equal to the valuation of \$500, with an itemized budget attached to the agenda.
 4. Ratification of new ICC Members, per bylaw commonly referred to as the ICC Hiring Policy.
 5. Amendments to bylaws which do not consist of any meaningful change, and which only address grammatical or language errors, updating outdated language, or addressing wording inconsistencies within or across multiple bylaws.
- B. The Chair holds ultimate discretion in determining additional items to place on the Consent Calendar.

Section 4 – Striking Items

- A. Any item shall be struck from the Consent Calendar upon the request of any voting member, with only one exception which shall be implemented at the discretion of the Chair:
 1. Objections to a Consent Calendar item shall not be recognized if it is apparent that the objecting member is not read-up on the item's content; contingent on the agenda being made available in a

timely fashion prior to General being called to order in accordance with the Ralph M. Brown Act of 1953. In this scenario, upon the objection of a second member, the item shall be struck from the consent calendar.

- B. An item struck from the Consent Calendar shall be considered separately, immediately following the consideration of the Consent Calendar.
1. Struck items must be considered before the adjournment of General.
 2. Struck items must be allotted an appropriate amount of time for discussion, being no less than five minutes per item struck.

BY-LAWS 200-299

ARTICLE III – GENERAL ELECTIONS

200 - REGULATION OF ELECTORAL PROCESS

The Election process shall be overseen by the ICC Election Committee, composed of a chair elected by the committee voting members and Advisors from the Student Development Office.

201 - EXECUTIVE CABINET CANDIDATES

All Candidates for any position in the Executive Cabinet shall be present at the designated ICC General Meeting to be nominated by a voting member and receive a second from a voting member to be considered.

202 - ICC ELECTIONS COMMITTEE

Section 1 - The Elections Committee shall be responsible for overseeing ICC elections, making sure all procedures are followed properly.

Section 2 - No member of the Elections Committee shall be allowed to participate in the election, or endorse any campaign.

Section 3 - The Elections Committee shall have the authority to establish rules and guidelines governing elections.

Section 4 - The Election Committee Chair(s) and membership shall be appointed and ratified by the Executive Cabinet by the third week of the spring semester. The Committee Chairperson(s) may recommend additional members to the President as needed.

Section 5 - The Elections Committee shall make all required paperwork available to candidates at least five weeks prior to the first day of elections.

Section 6 - The Elections Committee shall allow at least one week of campaigning for candidates prior to the first day of polling.

Section 7 - Shall attempt to notify, in writing, any candidate who has been disqualified stating the reasons for the disqualification within 24 hours of the decision.

Section 8 - Any disqualified candidate may consult the Elections Committee by making an appointment with the Elections Committee Chairperson(s). The candidate will have a hearing where they will be given an opportunity to present any extenuating circumstances that would otherwise make them eligible.

Section 9 - All grievances must be submitted in writing to the Election Committee. The Election Committee shall review grievances in a reasonable and timely manner and take action as deemed necessary.

203 - SPECIAL ELECTIONS & THE ICC SPECIAL ELECTIONS COMMITTEE

Section 1 - The President may call for a special election to fill vacant positions in the Executive Cabinet.

Section 2 - The Chairs of the Special Elections Committee shall be appointed by the President.

Section 3 - The Special Elections Committee shall operate under a calendar to be developed and approved by the committee.

Section 4 - The Special Elections Committee shall be responsible for overseeing ICC special elections, making sure all procedures are followed.

Section 5 - No member of the Special Elections Committee shall be allowed to participate in the election, or endorse any campaign.

Section 6 - The Special Elections Committee shall have the authority to establish rules and guidelines governing elections.

Section 7 - Any disqualified candidate may consult the Special Elections Committee by making an appointment with the Special Elections Committee Chairperson(s). The candidate will have a hearing where they will be given an opportunity to present any extenuating circumstances that would otherwise make them eligible.

Section 8 - All grievances must be submitted in writing to the Special Election Committee. The Special Election Committee shall review grievances in a reasonable and timely manner and take action as deemed necessary.

BY-LAWS 300-399

ARTICLE IV – VACANCY OF OFFICE AND APPOINTMENTS

300 – ICC HIRING POLICY

Section 1 – Purpose

- A. The utilization of a hiring policy for filling in vacancies in the Executive Cabinet which aims to create an efficient system that ensures both the continuity of supporting campus clubs as well as the correct functioning of the ICC.

Section 2 – Defining Vacancies

- A. A vacancy in the Executive Cabinet shall be defined as an empty position caused by internal or external circumstances during a given semester that requires filling.

Section 3 – Vacancy Filling Protocol

- A. The protocol shall be carried out by the Hiring Committee in the given academic term the vacancy is present.

Subsection 3.1. General Applications

- A. When a vacancy is present, the ICC shall open applications for the general student body with the supervision of the Director of Human Resources in consultation with the Hiring Committee. This application period shall last no longer than two calendar weeks.
- B. Any students applying for vacant positions must go through an interview carried out by the Hiring Committee scheduled at the soonest possible date to their initial application submission.
- C. After two calendar weeks pass, and/or enough candidates are approved by the Hiring Committee, they will be presented in the next possible Executive Cabinet meeting, where their ratification must be set in the Consent Calendar.
 - 1. In the event ratification is struck from the Consent Calendar, a ratification presentation of each candidate must follow an orderly protocol, which follows:

- i. Appointment candidates must give a speech of no longer than 3 minutes addressing the Executive Cabinet on why they are best fit for the position.
- ii. The Director of Human Resources, in representation of the Hiring Committee, will give a speech of no longer than 3 minutes explaining why they believe it is the ICC's best interest to ratify the presented candidate.
- iii. The Executive Cabinet will allot a ten minute period to deliberate on candidate's ratification.
 - a. Time extensions for said deliberation shall not exceed five minutes.

Subsection 3.2. Overdue Ratification

- A. In the case where the Executive Cabinet fails to ratify candidates in more than 2 meetings, the applicant will be conclusively rejected for the vacant position.

Section 4 – Lack of Applicants

- A. In the scenario of there not being applicants approved by the Hiring Committee for 6 weeks, the President has the power to directly appoint an acting-member without the need of ratification.

Section 2 – Ensuring Future Success of ICC

- A. To Facilitate one week of shadowing with their succeeding officer following the certification and announcement of results of the ICC General Election.
- B. To create and leave behind necessary transitional materials outlining the duties of the position and strategies for success in their position for their succeeding officer

BY-LAWS 400-499

ARTICLE V - EXPULSION

400 - POLICY AND PROCEDURES FOR DISCIPLINARY ACTIONS

Section 1 - General Principles

A. Rights of ICC

The ICC reserves the right to enforce its code of conduct through disciplinary action, as well as the right to investigate the character and actions of its members as may be necessary to determine appropriate action against the accused.

B. Rights of the Accused

1. A member's right to due process shall never be violated. The accused shall be informed of the charge and given time to prepare adequate defense, to appear and defend him/herself, and to be fairly treated.
2. Neither the ICC, nor any member, has the right to make public any information obtained through such investigation, unless required by law. If it becomes common knowledge within the ICC, it shall not be revealed to any non-member. Consequently, a trial must be held in closed session, and the introduction and consideration of all resolutions leading up to the trial also shall take place in the absence of non-members.

Section 2 - Resignation Before Charges Are Preferred

It is usually best for all concerned to offer the member the opportunity to resign quietly before charges are preferred. However, the ICC has no obligation to suggest or accept such a resignation at any stage of the case, even if it is submitted on the offender's own initiative. Nonetheless, resignation should only be denied if such action would hamper just compensation to the offended party(ies).

Section 3 - Confidential Investigation by Committee

- A. A member should, in a closed session, offer a written resolution to appoint an investigation committee of three members, including one advisor, selected for known integrity and good judgment. For the protection of parties that may be innocent, the first resolution should avoid details as much as possible and shall not prefer charges against the accused.

- B. Committee members shall be chosen by the President, or Vice President in the event the President is the member accused.
- C. Although the investigation committee has no power to require the accused or any other relevant parties to appear before it, it shall exhaust all reasonable efforts to quietly conduct a complete investigation, making an effort to learn all relevant facts.
- D. Upon a majority vote of the investigation committee, they shall come to a conclusion either exonerating the accused or preferring specific charges.

Section 4 - Report Of Resolutions Either Exonerating The Accused Or Preferring Specific Charges

- A. If after the investigation the committee's opinion is favorable to the accused, it should prepare and report a resolution exonerating him. However, if the committee, from its investigations, finds substance to the accusations and cannot resolve the matter satisfactorily in any other way, it should make a report, in writing, outlining the course of its investigation and preferring specific charges. Every committee member that agrees with the resolution shall sign this document.
- B. Upon a majority vote of the Executive Cabinet, an appropriate date, time, and location shall be established for the court trial.
- C. The accused shall be given no less than two weeks after the vote was taken to prepare his/her defense.

Section 5 – Court Trial

- A. A Court trial shall be held to confirm or deny the charges that the member is accused of.
- B. After the ICC adopts resolutions ordering trial before the ASO Court, the Director of Human Resources shall immediately send, by registered mail, a letter notifying the accused of the date, hour, and place of the trial. The letter shall contain an exact copy of the charge(s) and specifications with the date of their adoption, and directing them to appear as cited.

Section 6 - ICC Review of Court Trial Findings and Imposition Of Punishments

- A. The ASO Court shall report its decision to ICC during a closed Executive Cabinet meeting where the accused is present. The report shall be prepared in writing and should include, to the extent possible without disclosing confidential information, a summary for the basis of Court's findings.
- B. If the accused is found guilty, the Court shall also recommend penalties for the consideration of the Executive Cabinet.
- C. The accused shall then be permitted, with council if they prefer, to make their arguments against the case.
- D. The Court shall be given an opportunity to present a statement in rebuttal, with equal consideration of time.
- E. The accused, and any nonmembers acting as defense council, shall be asked to leave. During this time, the ICC can decline to impose any penalty, notwithstanding the Court's recommendation; or it can reduce the recommended penalty; but it cannot increase the penalty. A penalty may be imposed by a simple majority vote of the Executive Cabinet. However, expulsion of the member requires two-thirds consent.

401 – ACCOUNTABILITY POLICY

Section 1- Purpose

- A. The utilization of an accountability policy for all meetings and events will establish the rules and procedures of the ICC to carry out the proceedings of the organization as effectively as possible.

Section 2 – Defining Meetings and Events

- A. Meetings are defined as Executive Cabinet Meetings, General Meetings, and ICC committees.
- B. Events are defined as ICC Sanctioned Events.

Section 3 – Authority to Enforce Attendance Policy

- A. The Director of Human Resources will enforce this policy.
- B. The Director of Human Resources has the authority to establish a system to collect and log absences for all officers of the ICC.

- C. The Director of Human Resources will reference all meeting minutes, event sign-in sheets, and any relevant documents to track attendance of the ICC.
- D. Committee chairs will be required to take attendance for all meetings and submit their committee attendance to the Director of Human Resources for reference.

Section 4 – Tardiness and Absences of the Inter-Club Council

Subsection 4.1. Tardiness

- A. Any officer who misses more than 25% (15 minutes or more of a 1 hour meeting or event shift) of a meeting without notifying the Director of Human Resources will accrue one (1) unexcused absence.
- B. Any member who is recognized as tardy three times to events or meetings will accrue one (1) unexcused absence.
- C. Officers who plan on being tardy must notify the Director of Human Resources within 72 hours.
 - 1. The avenue(s) of notification of tardiness is up to the discretion of the Director of Human Resources.
- D. Officers who are often recognized as tardy without notifying the Director of Human Resources in a timely and reasonable manner within the 25% threshold will gain an unexcused absence.

Subsection 4.2. Excused Absences

- A. Excused absences constitute any absences that is verifiable academic, familial, medical, employment, or other reasons determined by the Director of Human Resources and a professional from the Student Development Office that is reported 72 hours in advance including weekends.
 - 1. The avenue(s) of notification of absence is up to the discretion of the Director of Human Resources.
- B. The accumulation of excused absences shall be left to the discretion of the Director of Human Resources along with the advisement of professionals from the Student Development Office.

Subsection 4.3. Unexcused Absences

- A. An unexcused absence is defined as any absence that is not reported to the Director of Human Resources within 72 hours and/or is not a verifiable academic, familial, medical, employment, or other reason deemed acceptable by the Director of Human Resources and professionals from the Student Development Office.
- B. An informal check-in with the officer will occur after the first (1) unexcused absence with the Director of Human Resources.
 - 1. In the case that there is a second unexcused absence a formal check-in will take place between the officer and the Director of Human Resources, President, Vice President, and Advisor.
 - 2. A third unexcused absence will result in a final notice notifying the officer that they are subject to removal at the next Executive Cabinet Meeting.

Section 5 – Membership Meeting Attendance

- A. All officers of the ICC are mandated to attend all meetings and events in a timely manner.

Subsection 5.1. Executive Cabinet

- A. The Executive Cabinet will be defined as the President, Vice President, Director of Activities, Director of Finance, Director of Diversity, Equity, and Inclusion, Director of Public Relations, Director of Club Support, and Director of Administrative Services, and Director of Human Resources who all were elected and/or appointed; all members of the Executive Cabinet have voting rights in ICC General.

Subsection 5.2. Attendance Responsibilities of the Cabinet

- A. The Executive Cabinet is expected to attend all Executive Cabinet meetings in a timely order.
- B. The Executive Cabinet is expected to attend all General meetings in a timely fashion.
- C. Members are expected to leave reasonable availability to attend events mandated at the discretion of the Executive Cabinet in a timely fashion.

Subsection 5.3. Commissioners

- A. Commissioners will be defined as appointed members who will only vote in the absence of their assigned Director. Commissioners will work with the following Directors: Direct of Activities, Director of Finance, Director of Diversity, Equity, and Inclusion, Director of Public Relations, Director of Club Support, and Director of Administrative Services, and Director of Human Resources.

Subsection 5.4. Attendance Responsibilities of Commissioners

- A. Commissioners are responsible for attending all Executive Cabinet Meetings in a timely manner in the expected absence of their director.
- B. Commissioners are expected to attend all General meetings in a timely manner regardless of if their director has an expected absence.
- C. Members are expected to leave reasonable availability to attend events mandated at the discretion of the Executive Cabinet in a timely fashion.

BY-LAWS 500-599

ARTICLE VI - FUNDING AND FINANCE

500 – ICC Stipends

Section 1 – ICC Stipend Purpose

- A. Stipends are considered an effective way of ensuring accountability by position for the ICC
- B. Stipends are a form of scholarship that are merit-based, but non-restrictive to spending only on academic items.
- C. Stipends are permitted, per California Ed Code, Section 66016.3 - *Rights of students to serve in student government and receive grants, scholarships fee waivers, or reimbursement for expenses.*

Section 2 – ICC Stipend Accounting Procedure

- A. ICC Stipends will be paid from the Associated Students Organization Fund 72 – Revenue from Student Representation Fee.
 - 1. This is permitted via California Community Colleges Chancellor's Office Memorandum ESS 22-300-006 (May 3, 2022).
- B. Stipends will be paid out each semester (Fall and Spring) after the final class of the semester period, or earlier at the discretion of the Advisor of the ICC.
- C. Stipends will be submitted for all qualified students (see below) by the Student Development Office to the Fiscal Office of El Camino College.
- D. Stipends are considered taxable income by the Internal Revenue Service, only at a threshold of over \$600.00 per year.
- E. Stipends will not be paid out to any, and all, members of ICC (or any other student paid from Fund 72) if one or more of the following apply:
 - 1. Funding for Fund 72 drops 50% or more from the previous year.
 - 2. Full-Time Equivalency Student Enrollment (FTES) falls over 20% from a previous year-over-year comparison.
 - 3. Upon consultation with the Director of External Affairs, the President, the Director of Student Development and the ASO Advisor, it is deemed that the operational goals for Fund 72 don't allow for stipends in a given year.
 - i. For this to apply, a 2/3 vote of the voting majority of senate will be required.

Section 3 – ICC Stipend Amounts

- A. ICC Stipend amounts, per semester, are as follows:
 - 1. ICC Cabinet-Level Position - \$350
 - 2. Commissioners - \$150

Section 4 – ICC Stipend Evaluation Process

- A. At the end of each semester, the Advisor of ICC will distribute a self-evaluation to each member and request a full attendance report from the Director of Administrative Services.
- B. Upon receiving the reports, the Student Activities Advisors of Student Development and the Director of Student Development will determine all stipend amounts for each member.
- C. Evaluation processes will be made public to the Executive Cabinet and approved by them before implementation for the current academic year.

- D. Stipends can be deducted at the discretion of the advisors based on a holistic evaluation as submitted.
- E. Stipends will also be prorated based on ICC Start Date.
 - 1. For this process, the ICC Start Date in any given year will be the start date of office after election, typically the first Monday after El Camino College Commencement of any given year.

BY-LAWS 600-699

ARTICLE VII - MISCELLANEOUS

600 - ICC COMMITTEES

Section 1 – ICC Standing Committees

Subsection 1.1. Establishment of ICC Standing Committees

- A. Standing Committees are non-terminating committees that meet year round to discuss matters pertaining to the ICC. Each Standing Committee addresses all topics that relate to that Committee.
- B. Standing Committees shall be comprised of ICC Cabinet members and in some cases, club representatives. Standing Committees are chaired by members of the ICC Cabinet. All Standing Committees shall have at least one chair. Membership in Standing Committees shall terminate at the end of each academic year.
- C. Majority shall be the minimum vote needed to pass all legislation in committees.
- D. A Standing Committee shall be established if it meets the criteria of subsection A and if its purpose has not been covered or clarified by the constitution. A Standing Committee will be activated once it is ratified by the ICC Cabinet, powers and purpose is defined within this by-law.
- E. All ICC Standing Committees, and their respective scope and responsibilities, are as follows:
 - 1. ICC Internal Policy Committee. The Internal Policy committee shall be the sole committee producing policies regarding the internal structure of ICC, while also continually reviewing ICC Bylaws for outdated or ambiguous language, or errors.
 - 2. ICC Activities Committees. The Activities Committee shall be chaired by the Director of Activities and shall review event proposal submissions and plan and execute ICC events that promote and support clubs and club engagement across campus. All proposed events will be brought to ICC Cabinet and General for approval.

Subsection 1.2. ICC Standing Committee Membership & Chairs

- A. ICC Standing Committees shall be open to any member of ICC Cabinet or an ICC Sanctioned Club unless otherwise stated in this bylaw or in the ICC Constitution.
- B. ICC Standing Committees shall be chaired by any member of ICC Cabinet unless otherwise stated in this bylaw or in the ICC Constitution, with the consent of the President.
- A. Only in the event a chair designated by these bylaws and their alternative member is unable to attend a committee meeting may an individual not mentioned in these bylaws or in the constitution assume the position of Chair temporarily.
- C. The Chairs of all committees, with the consent of the President, shall have the power to establish subcommittees to do focused work on a specific topic or concern.
- A. The President reserves the right to propose the establishment of a special committee to ICC General, to fulfill the responsibilities that a proposed sub-committee might have fulfilled.
- D. In the event of a prolonged vacancy within the leadership of any committee, the ICC President shall appoint an officer to fill that position.
- E. Chairs may vote in all motions.

Subsection 1.3. Inactive Standing Committees

- A. An Inactive Standing Committee shall be defined as an ICC Standing Committee with one or less active members.

- B. ICC Cabinet solely reserves the right to determine the inactivity of committees per these bylaws.
- C. ICC Cabinet shall reactivate any inactive standing committees upon the request of more than one prospective member.
 - 1. All committees shall be deemed reactivated at the start of every academic year.

Section 2 – ICC Special Committees

- A. A Special Committee (or, ad-hoc committee) is a committee that is formed to address a specific issue or a certain problem. After a resolution has been reached, the Special Committee shall be adjourned.
- B. Special Committees may be assembled by the President with ICC Cabinet approval.
- C. Special Committees shall be comprised and chaired only by ICC Cabinet Members.
- D. Chairs of Special Committees shall be appointed by the President. Each Special Committee shall have at least one Chair.

601 – SANCTIONED EVENTS

Section 1 – Purpose

- A. The utilization of a Sanctioned Events policy for all Inter-Club Council (ICC) events will establish the rules and expectations of ICC members in their service to sanctioned events, in addition to providing ICC General clear procedures on how to ratify events as ICC Sanctioned Events.

Section 2 – Defining Sanctioned Events

- A. Sanctioned Events are constituted as ICC organized events or events in collaboration with campus partners that are submitted to, voted on, and ratified by ICC General.
- B. The purpose of determining ICC Sanctioned Events is only to determine when ICC members are required to co-chair or assist in organizing an event, and does not determine whether an event is supported by the ICC, financially or otherwise.
 - 1. ICC General will vote on funding for an event and sanctioning an event separately.

Section 3 – Requirement for Submission

- A. Any Sanctioned Event submission must be submitted through Engage and go through the following procedures:
 - 1. Be shown in the form of a presentation in front of ICC General and include all the following, presented by primary event coordinator or proxy:
 - i. Purpose of event
 - ii. Statement addressing how the proposed event serves ICC Clubs
 - iii. Event date, time, and location,
 - iv. A total number of volunteers needed
 - v. A total number of hours needed
 - vi. A full sign-up sheet ready to be filled in by ICC members
 - 2. Be included in the ICC General agenda for members to read individually.
- B. Any Sanctioned Event submission and presentation to ICC General shall take place at minimum two weeks prior to the event date.
- C. Sanctioned Event submissions can be submitted by any official member of an ICC Sanctioned Club or any member of ICC Cabinet

Section 4 – Ratification of Events

- A. An event, after submission and presentation to ICC General, will be deemed ICC Sanctioned once voted in favor of by a majority of ICC General.

Section 5 – ICC Member Attendance

- A. Upon ratification, the number of required hours per ICC member will be decided by the primary event organizer or proxy in a fair manner.
 - 1. The sign-up sheet will be sent to all ICC members immediately.

602 – CENTRAL RECORD KEEPING SYSTEM

Section 1 – Purpose

- A. The utilization of a Central Record-Keeping System will define protocols for managing Inter-Club Council (ICC) data and documents to ensure the preservation of historical records for future reference.

Section 2 – Access

- A. A minimum of five officers, including the President, Vice President, Director of Administrative Services, Advisor, and at least one additional officer, must be granted access to viewing and editing permissions of the Central Record-Keeping System.
- B. All officers of the ICC are granted access to viewing permissions of the Central Record-Keeping system with the exception to the Human Resources subsection as defined in Article 5, sections (a) (b), and (c).
- C. The Director of Administrative Services and at least one additional officer granted access to editing permissions are responsible for regularly maintaining accuracy and accessibility of the Central Record-Keeping System.

Section 3 – Document Filing Framework

- A. Documents belonging to the Central Record-Keeping System are defined as all documents produced by the ICC, related to the ICC, and all other materials deemed important for future reference. All documents must be stored on a cloud-based storage solution.
- B. The Central Record-Keeping consists of five (5) primary sections (folders). The six (6) sections are as follows: (1) Committees, (2) Sanctioned Events, (3) General, (4) Cabinet, (5) Human Resources, and (6) Club Activity Reports. Each section will consist of further subsections as detailed in Articles 4, 5 6, and 7.
- C. Additional subsections may be created as deemed necessary by the Director of Administrative Services to ensure proper organization of files.

Section 4 – Committees

- A. All committees must maintain a subsection titled “Agendas” to file agendas as necessary.
- B. All committees must maintain a subsection titled “Minutes” to file minutes as necessary.
- C. Committees may establish additional subsections as deemed necessary by the Chair of the Committee to ensure proper organization of files.

Section 5 – Events and Conferences

Subsection 8.1. Events

- A. The Events section consists of all ICC sanctioned events, club events assisted by the ICC, ICC-invited campus events, and external conferences attended by the ICC.

Subsection 8.2. Requirements for all Event Folders

- A. All events must maintain a subsection of all Publicity used for the event. Photos, flyers, posters, and other media must be stored digitally.
- B. All events must maintain a finance subsection with a further subsection for all related budgets.
- C. All events must maintain a subsection for any other miscellaneous materials related to the event.

Subsection 8.3. Requirements for Conference Folders

- A. Any conference must maintain a subsection of budgets related to the conference.
- B. Any conference must also maintain a subsection for miscellaneous items such as conference notes, reflections, and presentations from members of the ICC who attend the conference.

Section 6 – General and Cabinet

- A. The General and Cabinet section must maintain a subsection titled “Agendas” to file agendas.
- B. The General and Cabinet section must maintain a subsection titled “Minutes” to file minutes.
- C. The General and Cabinet section must maintain a subsection titled “Miscellaneous” to file all miscellaneous documents.
- D. The General and Cabinet section may establish additional subsections as deemed necessary by the President, Vice President, or Director of Administrative Services to ensure proper organization of files.

Section 7 – Human Resources

- A. The Human Resources section must maintain a subsection for attendance that will contain either (1) all committee and meeting attendance records, (2) a master attendance list, or (3) both. All officers of the ICC are granted access to viewing permissions of this subsection.
- B. The Human Resources section must maintain a subsection for Hiring that will contain all documents and data related to the ICC hiring process.

- C. The Human Resources section must maintain a subsection for Member Files. Only the President, Vice President, Director of Human Resources, Commissioner(s) of Human Resources, and Advisors are granted access to viewing permissions of this subsection.

Section 8 – Club Activity Reports

- A. The Club Activity Reports section must maintain a subsection titled “Club Activity Reports” to file Club Activity Reports.
- B. The Club Activity Reports section must maintain a subsection titled “Club Meeting Minutes” to file Club Meeting Minutes.

603 – CLUB ACTIVITY REQUIREMENTS

Section 1 – Purpose

- A. The establishment of a Club Activity Requirements bylaw is to ensure clubs utilize Engage, the official organizational management structure of the Inter-Club Council. Additionally, it will establish procedures for clubs to submit monthly reports to the Director of Club Support.

Section 2 – Utilization of Engage

Subsection 2.1. Maintenance of Member Roster

- A. Clubs must ensure their Engage member roster is updated at least once a month, or after each regular meeting of their club.
- B. Clubs must ensure the contact information of their Executive Cabinet on Engage is updated at least once a month, or after any changes to their Executive Cabinet.
- C. This section shall be enforced by the Director of Club Support.

Subsection 2.2. Posting of Club Events

- A. Clubs must publicize any regular meetings on Engage a minimum of one (1) week before the meeting is scheduled to occur.
- B. Clubs must publicize any club event on Engage a minimum of two (2) weeks before the event is scheduled to occur.
- C. This subsection shall be enforced by the Director of Activities.

Subsection 2.3. Attendance

- A. Clubs must utilize Engage to track attendance at any club event or regular meeting.
- B. Clubs may elect to track attendance at club events or regular meetings on paper, but must input all data into Engage within one (1) week of the event occurring.
 - 1. If attendance is tracked manually, the following information must be collected;
 - i. Full Name
 - ii. El Camino Email Address
 - iii. Club Membership Status
- C. This subsection shall be enforced by the Director of Human Resources.

Subsection 2.4. Elections

- A. Clubs must utilize Engage to conduct elections for their Executive Cabinet according to their club constitution.
- B. This subsection shall be enforced by the Director of Administrative Services.

Subsection 2.5. Finance

- A. Clubs must ensure their Engage finance page is up to date with all approved expenses.
- B. This subsection shall be enforced by the Director of Finance.

Subsection 2.6. About Page

- A. Clubs must ensure their Engage about page is up to date, with a description, profile picture, and any relevant club social media accounts.
- B. This subsection shall be enforced by the Director of Club Support.

Section 3 – Club Activity Reports

Subsection 3.1. Monthly Reports

- A. Clubs must file a monthly Club Activity Report to the Director of Club Support in order to be considered active.
 - 1. In their Club Activity Report, the Club must include the following.
 - i. A list of all current Executive Cabinet members including but not limited to President, Vice President, and Treasurer.
 - ii. Any planned financial expenditures or Club Support budget request expected within the following month.
 - iii. Meeting Minutes from any Club Cabinet or regular meetings that occurred within the last month.
 - iv. Any planned Club Cabinet or regular meetings expected to occur within the following month.
- B. All Club Activity Reports shall be filed to the Director of Club Support on the first Monday of each month.
 - 1. In the event the first Monday of the month is a recognized holiday, Clubs shall submit their Club Activity Report no later than the first Wednesday of the month.
- C. This subsection shall be enforced by the Director of Club Support.

